

VERNONIA SCHOOL DISTRICT 47J
1201 TEXAS AVENUE
VERNONIA OR 97064

BOARD OF DIRECTORS REGULAR MEETING MINUTES

December 14, 2017

- 1.0 CALL TO ORDER:** A Regular Meeting of the of Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:01 p.m. by Brett Costley. MEETING CALLED TO ORDER
- Board Present:** Brett Costley, Melissa Zavales, Katie Cook, Stacey Pelster, Susan Wagner, and Greg Kintz. Brittanie Roberts arrived at 6:02 p.m. BOARD PRESENT
- Board Absent:** None BOARD ABSENT
- Staff Present:** Aaron Miller, Superintendent; Nate Underwood, Middle/High School Principal; Gordon Jarman, District Athletic Director; Marie Knight Business Manager; Barb Carr, Administrative Assistant; and Juliet Safier, VEA President.. STAFF PRESENT
- Visitors present:** Jeana Gump, Kaylee Bartolomucci, Jennifer Draeger, Nick Miller, Jen Rau, Scott Laird, Tim Anderson, Agnes Naeve, and Darrold Mushatt. VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW: Brett Costley** – an adjustment was made to the suggested motion for action item 7.3 AGENDA REVIEW
- Susan Wagner moved to approve the agenda as amended. Katie Cook seconded the motion. Motion passed unanimously with those in attendance.
- PUBLIC COMMENT ON NON-AGENDA ITEMS:** Jennifer Rau, parent of two students commented that it was recently brought to her attention that sexual harassment is occurring in the 3rd-5th grade hall. She does not feel that it is isolated to only her student. She would like to see more education and discussion with students on harassment. PUBLIC COMMENT
- Darrold Mushatt shared that his daughter was grabbed by another student on the playground. This is sexual harassment and feels as though all parents should have been contacted immediately. He has been frustrated with the lack of communication. He suggested developing a priority list of when a call needs to be made.
- 4.0 CONSENT AGENDA:** CONSENT AGENDA
- 4.1** Minutes of 11/09/2017 Regular Meeting. MINUTES APPROVED
- Stacey Pelster moved to approve the minutes of the 11/09/2017 regular meeting as presented. Brittanie Roberts seconded the motion. Motion passed unanimously.
- 5.0 REPORTS & DISCUSSION**
- 5.1 Student Reports:** Kaylee Bartolomucci, VMS Leadership student updated the Board: STUDENT REPORTS
- Boys' Basketball held their last home game recently. Great season all around.
 - Leadership is planning an assembly next week
 - Leadership is partnering with VHS senior student Courtney Barlow to assist with her senior project, Blessing Bags, for the homeless. They will be delivered to a rescue mission in Portland when complete. Contact Ashley Ward, Leadership Advisor if you have questions or would like to help out.
 - Miscellaneous classroom activities and highlights were shared.
- VHS Leadership - no student report given.
- 5.2 Building Report:** BUILDING REPORTS
- Mr. Underwood had nothing to add to his VMS/VHS written report.

Mr. Miller had nothing to add to his VES/MES written report.

5.2.1 School Academic & Behavioral Data Update: Mr. Underwood provided samples of freshmen on track data. Each sample focusing on one of three areas: attendance, behavior, and State test scores. Being deficient in any of these areas contributes to a freshman not being on track to graduate. A key factor keeping a student on track is when they are successful in passing their core classes. Mr. Underwood's goal is to provide a personal data sheet for each freshman letting them know how they are doing in making progress towards graduation. This report would go home with each report card or progress report. Currently this data needs to be tracked by hand, however he hopes that the ESD can manipulate our data to auto populate as in the samples provided.

SCHOOL DATE UPDATE

FRESHMAN ON TRACK
DATA

Brett Costley asked for a complete 9th grade summary. He also suggested including with the data report, a resource page educating students on where to seek assistance if they are not on track to graduate.

Mr. Miller reported on elementary instructional hours. Both Mist (MES) and Vernonia (VES) are above the minimum state requirement of instructional hours. Oregon Department of Education requires K-5 grade students receive 900 hours annually. This school year MES students will receive 908.08 hours of instruction plus the 41 hours of conference time and professional development added equals 949.08 hours. VES students will receive 947.33 hours plus 41 hours of conference time and professional development equaling 988.33 hours. Conference time and professional development hours are allowed to be added to the total per ODE. Mist students receive less time due to bussing schedules. Both elementary schools are well above the state average. Next month Mr. Underwood will report on Middle and High School instructional hours.

ELEMENTARY
INSTRUCTIONAL
HOURS

- 5.3 Financial Report:** Marie Knight presented the financial report. The ending fund balance is holding steady. She will start looking at grant funds next month and look at ways to maintain or increase our ending fund balance. Enrollment is increasing slightly. Stacey Pelster asked to see actuals and estimates for each month if possible.

FINANCIAL REPORT

5.3.1 Annual Audit Report: Nick Miller, Pauly Rogers and Co., the District's auditors, shared the annual audit report to the Board. The District's audit is very clean, and no management letter was issued. He reviewed and highlighted bond revenue, PERS expenditures, etc. There were no questions from the Board. If any questions come to mind, the Board was asked to forward them to Marie Knight and she will forward to Nick for explanation.

ANNUAL AUDIT
REPORT GIVEN BY
PAULY ROGERS and CO.

- 5.4 Maintenance Report:** The board reviewed the report. A question was asked regarding the 12 alarm calls. These are generally due to staff issues of entering and leaving without properly signing in and out. An increase usually occurs this time of year since winter sports are underway. Mr. Brown has sent communication to staff reminding them of the proper procedures. Katie Cook expressed thanks to Mark Brown for all that he does. There are many little things that go unnoticed.

MAINTENANCE REPORT

- 5.5 Board Committee Reports:** Nothing reported.

BOARD COMMITTEE
REPORTS

- 5.6 Fall Sports Report:** Gordon Jarman reported on Fall sports. At all grade levels this year teams did well. Boys' Cross Country was NW League Champs and Volleyball finished 2nd in the NW League and made the State Playoffs.

FALL SPORTS REPORT

OSAA has required that students be on track to graduate. Gordon suggested that the District offer a summer credit recovery program to help struggling students get caught up.

6.0 INFORMATION & DISCUSSION

- 6.1 OSBA Board Region Representative & Resolution:** Greg Kintz shared information he had

on the proposed ByLaws being presented by OSBA. According to Greg, OSBA is a large organization and occasionally needs to go through their structure to ensure compliance with State and Federal standards, i.e. Federal and State laws for taxation status. The IRS category they have been in, didn't really fit and they had to ask for a waiver each year when filing. After reviewing all options to file and maintaining their compliance they have adjusted their Bylaws and the proposal reflects that work. They also made adjustments to the realignment of their Board of Directors due to the growth of Washington County. The representation on the OSBA Board of Directors is no longer equitable with the explosive population of enrollment.

OSBA BOARD
RESOLUTION
EXPLAINED BY KINTZ

Greg is also seeking reelection on the Regional Board of Directors. As a member he is a voice for small schools and OSBA appreciates this. He represents 3 counties as the North Coast representative – Columbia, Clatsop and Tillamook. The North Coast meeting, in the past, has always met on the same night as the Vernonia School District Board meeting. This has been problematic for Greg, serving on both Boards. In an attempt to fix, OSBA moved Columbia County meetings to the same night as Washington County and then allowing Tillamook and Clatsop to meet separately. Greg doesn't agree with this stating that Columbia and Washington Counties are completely different, with different needs and different views. This is not fair to the districts in Columbia County and he'd like to see this change.

KINTZ SEEKING
REELECTION TO THE
OSBA BOARD FOR THE
NORTH COAST REGION

The North Coast region has struggled with having someone step forward and serve on the Legislative Policy Committee. This committee only meets a couple times annually but their work is very important. This committee advises OSBA in their lobbying for legislation. Every single bill has an effect on school districts whether it is positive or negative. If dollars are attached, it affects us. Greg suggested taking a close look at bill 3101 eliminating the hospital tax. A portion of this tax funds schools and how the bill is written is confusing.

- 6.2 **Retirement of Classified Employee:** Aaron Miller read a letter from Roxana Sherman-Heath requesting retirement effective January 31, 2018.

SHERMAN-HEATH
REQUESTS
RETIREMENT

- 6.3 **Board Meeting Agenda Order:** Brett Costley recently attended the annual OSBA Conference and shared his suggestions for revamping the current Board meeting agendas. A sample was shared for review. The order changes slightly and also places the public comment section later in the meeting. A section is added for the members to review their work as a Board - a type of self-evaluation. Brett asked that the Board members provide him with feedback. He will present at the January meeting for a potential final action.

COSTLEY PRESENTS
SUGGESTED CHANGES
TO MEETING AGENDA
ORDER

Katie suggested perhaps reviewing what other top school boards do. Brett stated that what was presented at the conference is already a meld of top boards.

7.0 ACTION ITEMS

- 7.1 **OSBA Board of Directors:** Susan Wagner moved to cast a ballot on behalf of the Vernonia School District Board in support of Greg Kintz for OSBA Board of Directors position #14. Melissa Zavales seconded the motion. Motion passed unanimously.

BOARD CASTS BALLOT
IN SUPPORT OF KINTZ

- 7.2 **OSBA Resolution:** Stacey Pelster moved in support of the OSBA resolution which reorganizes the OSBA as a non-profit corporation and adopts the proposed 2017 bylaws as presented. Susan Wagner seconded the motion. Motion passed unanimously.

BOARD SUPPORTS
OSBA RESOLUTION

- 7.3 **Accept Classified Retirement:** Brittanie Roberts moved to accept the retirement of classified employee Roxana Sherman-Heath effective January 31, 2018. Katie Cook seconded the motion. Motion passed unanimously.

SHERMAN HEATH
RETIREMENT
ACCEPTED

8.0 SUPERINTENDENT REPORT: Aaron Miller highlighted his written report to the board:

- Board Communication: Next Community Chat is scheduled for January 24th at noon at Subway. Nothing is scheduled in December.
- Board Questions & Correspondence: Are reproductive services available through the School

SUPERINTENDENT
REPORT

COMMUNICATION &

Based Health Center – yes. Federal and State mandate that this is offered. Family Planning is not. Prescriptions are not provided, only discussions.

- Dual Credit annual report from PCC is on file at the District Office.
- Trauma-Informed Care (TIC) – Columbia County collaborative group was awarded a \$68K grant for phase two. This will allow the five Columbia Co. school districts to work on implementation of the TIC program during the 2018-19 year. Jan. 12th from 8-10 a.m. will be the first of 3 days of training. The Board is invited. Next dates will be in April and May. There is an aspect of the training that includes community.
- The district is currently in discussions with parents of home school students about the possibility of implementing a program in Vernonia for these students. The concept has the District providing curriculum, a teacher, academic support, and funds for technology & field trips. It would bridge the gap between kids currently attending school and kids not here. A minimum of 15 kids would need to participate for this to be feasible for the district to support.
- Bond update: Main hallway trophy cases have been purchased, Class photos will go above them when restored. Mist roof going out for bid officially tomorrow. Work will likely take place during spring break. OH Architecture is in the process of developing a contract for additional classroom, track, and welding shop to be completed over the next two summers. First summer (2018) would be classrooms and summer two (2019) would be the track. Currently meeting with a company to get speaker and audio visual connections, data projectors, and screens installed and will continue to work with them within the allotted budget.
- Long Range Planning Committee will hopefully start meeting in January. Board members Stacey, Susan and Brett are on this committee and were asked to provide best days and times to meet. Once this is determined the community and other staff will be invited to participate.
- Baseball field ready to pour the cement floors in dugouts. Will pour when weather permits.
- Stadium update: The district feels they are able to work with the City to install fencing around the stadium for safety and allow the City time to determine what they want to do long term.
- Sample procedures have been put in writing to be included in the Staff Handbook. Two were shared with the Board: Administration Chain of Command and Student Behavior.
- The recent faucet leak caused considerable damage to the West wing in upper and lower classrooms. The District's deductible is \$5,000. The faucets were determined to be faulty by our insurance company and we are currently awaiting word on what the next steps are and when we will be replacing the other faucets in the building.

QUESTIONS

TIC GRANT

HOME SCHOOL
PROGRAM
DISCUSSIONS

BOND UPDATE

LONG RANGE
PLANNING COMMITTEE

BASEBALL FIELD
STADIUM UPDATE

SAMPLE PROCEDURES

RECENT FAUCET LEAK
DAMAGE SUBSTANTIAL

9.0 Other Issues:

Brittanie Roberts asked if the community viewing of Paper Tigers has been rescheduled. According to Aaron Miller, not yet but likely in February.

Susan Wagner shared that senior speeches are scheduled for Jan 10th

OTHER ISSUES.

10.0 MEETING ADJOURNED at 8:05p.m.

Submitted by Barb Carr, Administrative Assistant

Board Chair

District Clerk

ADJOURNED